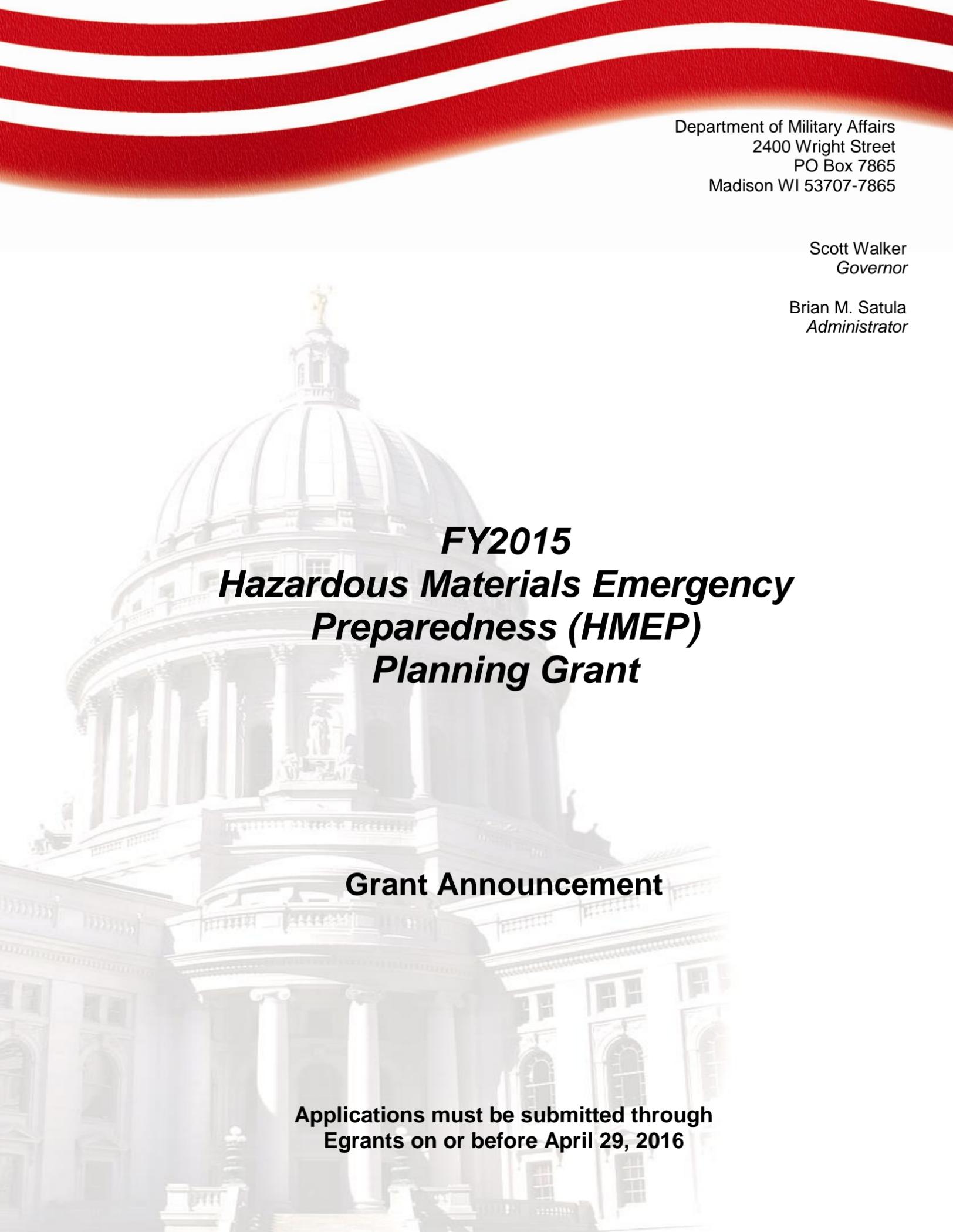


Department of Military Affairs
2400 Wright Street
PO Box 7865
Madison WI 53707-7865

Scott Walker
Governor

Brian M. Satula
Administrator



***FY2015
Hazardous Materials Emergency
Preparedness (HMEP)
Planning Grant***

Grant Announcement

**Applications must be submitted through
Egrants on or before April 29, 2016**



STATE OF WISCONSIN
Wisconsin Emergency Management

Scott Walker
Governor

Brian Satula
WEM Administrator

Important Contact Information for this Grant Opportunity:

Program/Policy:	Susan Knudson (608) 242-3224 susan.knudson@wisconsin.gov
Budget/Fiscal:	Dave McLean (608) 242-3237 David.mclean@wisconsin.gov
Egrants Assistance:	Weekdays: 7:30 am – 4:00 pm Email: WEMEgrants@wisconsin.gov Telephone: (608) 242-3236

The Egrants system user guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted on the grants page of the WEM website:
<https://egrants.emergencymanagement.wi.gov/egmis/EgrantsExternalUserGuide9-12-2014WEM.pdf>

Online Help is available throughout the Egrants application process. Once you have started an application, look for the HELP button in the top right corner of the screen. Page-specific instructions can be found there.

Grant Announcement Summary

Grant Title: Hazardous Materials Emergency Preparedness (HMEP) Planning Grant

Description: The HMEP grant is funded by the U.S. Department of Transportation (USDOT) and administered by the State of Wisconsin. The purpose of this grant program is to increase county, tribal, and local effectiveness in safely and efficiently handling hazardous materials accidents and incidents, enhance implementation of the Emergency Planning and Community Right-to-Know Act (EPCRA), and encourage a comprehensive approach to emergency planning by incorporating the unique challenges of responses to transportation situations. The focus of the grant is on the commercial transportation of hazardous materials.

Opportunity Category: Non-competitive

Important Dates:

Application Deadline: April 29, 2016

Project Start Date: Determined by award acceptance date

Final Project Submission Deadline: August 31, 2016

Anticipated Funding Amount: The total amount available is \$111,731. Anticipated awards will range from approximately \$3,000 to \$20,000.

Match/Cost Sharing Requirement: None

Eligibility: County emergency management programs on behalf of Local Emergency Planning Committees (LEPCs) are eligible for this grant. LEPCs may submit applications on behalf of multi-county or regional projects. However, one county LEPC must be designated as the lead to serve as the fiscal agent in order to assure paperwork and grant criteria are completed properly. Multi-county applications do not have to adhere to WEM region boundaries.

DUNS Number: The federal government now requires a DUNS number as part of the grant application to keep track of how federal grant money is awarded and dispersed. If your organization needs to obtain a DUNS number, go to <http://fedgov.dnb.com/webform>. You can also search this site if you cannot find your agency's number. Under normal circumstances, a new account can be created in 24-72 hours. The federal government has published DUNS Frequently Asked Questions at <http://fedgov.dnb.com/webform/displayFAQPage.do>. Check with your agency's financial office before registering for a DUNS number - it is likely your agency already has one.

WEM cannot award grant funds until an active DUNS number is provided.

Eligible Expenses: Planning activities that are eligible for HMEP grant funding include travel, supplies, and consultant/contractors costs associated with conducting hazardous materials (hazmat) response/training needs assessment of emergency responders; commodity flow assessments to include highway, rail, air and water; hazards analysis; tabletop, functional and full-scale exercises;

and select planning activities for Weapons of Mass Destruction (WMD). A more specific list of eligible activities is included in the Program Description.

All expenses to be reimbursed under this grant must be new, incurred during the grant period, and cannot replace existing state or local government funding. Substitution of existing funds with federal grants (supplanting) will be the subject of monitoring and audit. Violations may result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, repayment of monies provided under a grant, and civil and/or criminal penalties.

Hazardous Materials Emergency Preparedness (HMEP) Planning Grant

Program Description

WEM will provide grant funds for county, tribal, and local government planning activities that are aimed at increasing their jurisdictions' effectiveness in safely and efficiently handling accidents and incidents related to the commercial transportation of hazardous materials within and through their jurisdictions. These activities could include such projects as developing, improving and implementing emergency plans for incidents involving transportation of hazardous materials by air, water, rail and/or roadway; or determining flow patterns of hazardous materials within a county and between counties.

Eligible HMEP Planning Grant Expenditures

The allowable activities listed below are not intended to be all-inclusive, nor does the absence of a specific activity preclude its possible approval. These activities are intended to assist the county or counties in identifying needs within their jurisdictions and surrounding areas as those needs relate to EPCRA implementation.

1. Needs assessments – these may include commodity flow studies to determine flow patterns of hazardous materials through local communities and between jurisdictions. Commodity flow studies must include assessments of highway, rail, air and waterways. The project may include development and maintenance of a system to keep such information current. The commodity flow study may be conducted again after a 4-year interval.
2. Training assessments to assess the degree to which emergency responders are trained to respond appropriately to incidents involving bulk shipments of energy products as well as other hazardous materials – the study must include, for each agency in the jurisdiction, the number of emergency responder trained to each response level; a list of emergency response capabilities; equipment resources on hand; and equipment resources available to the agency through mutual aid. The survey of emergency responders must include, and is limited to, fire departments, police departments, EMS services, and public works departments. Grantees must use the format shown in Appendix 1 (contact the HMEP Planning Grant Program Coordinator for a MS Word version of the form).
3. Development, improvement, and implementation of emergency plans required under EPCRA. Planning activities must include a link to transportation.
4. Regional or local workshops/training/conferences include:
 - a. Hazmat preparedness planning
 - b. Hazmat response planning (e.g., Hot Zone and TRANSCAER)
 - c. Planning for transportation and handling of radioactive contaminated injured individuals
 - d. Regional hazard analysis planning
5. Conducting emergency response drills and exercises associated with emergency preparedness for hazmat incidents to identify gaps in training and planning needs in relationship to hazardous materials. Eligible exercises include:

- a. Hazmat communication exercises
 - b. Hazmat disaster scenario tabletop, functional, and full-scale exercises
 - c. Multi-agency hazmat drills
6. The following requirements apply to exercises:
- a. The exercise must be designed and conducted according to Homeland Security Exercise Evaluation Program (HSEEP) standards.
 - b. The exercise scenario must include the following core capabilities (a complete list of core capabilities can be found at <http://emergencymanagement.wi.gov/training/exercises.asp>):
 - i. Environmental Response/Health and Safety
 - ii. Situational Assessment
 - iii. Physical Protective Measures
 - iv. Planning
 - c. A commodity flow study and training assessment must have been completed within the past four years. A commodity flow study, training assessment and exercise project may be submitted in the same year, as long as the exercise is held after the assessments are completed and submitted to WEM for approval.
 - d. Applicants must consult with a state hazmat response team to inform them of the exercise and discuss the appropriate level of team participation.
 - e. Applicants must coordinate with the lead WEM exercise officer before applying. Documentation of the contact to WEM must be included as an attachment to the application. Every effort should be made to maximize grant dollars and limit contractor expenses through the coordination of participating agency resources.
 - f. If using contractors or consultants, these individuals must be trained HSEEP and must present evidence that they have prior success in performing the type of exercises they are being contracted to deliver.
 - g. An important goal of exercises is to train and test the connections and coordination among local, regional, state and federal emergency response partners. In consultation with WEM, applicants shall consider all appropriate partners in the exercise, including mutual aid partners, whole community partners, state agencies, and the State Emergency Operations Center (SEOC), when appropriate to the scenario and scope of the exercise. It is the expectation of WEM that applicants would be willing to include the SEOC in the exercise to test connections between county and state agencies.
 - h. Working lunches for exercises and planning sessions that extend hours before and after lunch time, or that are in remote locations where food establishments are not in close proximity, are allowable costs.
7. Additional activities that meet the intent of the grant, with prior approval by WEM.

Ineligible HMEP Planning Grant Expenditures

The USDOT has determined the following costs to be ineligible under this grant. These activities cannot be considered for reimbursement. (Please note that projects that have been approved in the past may not be eligible under the more stringent grant criteria.)

- 1. Expenditures funded under other grants or agreements, as identified above in Items 1-7 above. All expenses must be new and cannot replace existing federal, state or local government funding.
- 2. Expenses counted as a match or reimbursable funds toward another federal grant program or

cooperative agreement.

3. The purchase of response equipment, or any other operational costs.
4. The purchase of training equipment
5. Personnel costs, including salary or benefits (FICA, etc.)
6. Hiring a member of the LEPC
7. Any costs relating to the non-planning aspects of EPCRA, such as Section 304, 311, 312, 313 activities

Examples of Ineligible Costs

1. GIS projects
2. Salaries for LEPC members
3. Town-wide alert systems
4. Development and distribution of hazardous materials calendars
5. Hospital drills
6. All-hazards warning system drills
7. Emergency Operating Center (EOC) leadership exercises
8. Data collection site visits
9. Exercises with fixed-facility hazmat preparedness or shelter-in-place exercises with no link to transportation. According to 49 CFR 110.40, planning activities must include a link to transportation.
10. Pandemic flu exercises
11. Expenses counted as match funds toward another federal grant program or cooperative agreement
12. Entertainment costs
13. Request for multi-year funding
14. Development of a road atlas
15. All-hazards planning or exercises
16. Any costs disallowed or stated as ineligible in 49 Code of Federal Regulations (CFR) Part 110 Final Rule

Award Information

The USDOT has awarded the State of Wisconsin \$111,731 in grant funds for the FY2015 HMEP Planning Sub-grant. HMEP Planning Sub-grant awards are distributed to the counties according to the scope of their project(s). It is anticipated that awards will range from approximately \$3,000 to \$20,000.

Upon application approval, the applicant agency's project director will receive a paper grant award document by mail in approximately 30 days.

When the applicant receives the award letter, the applicant agency will return the signed acceptance form and the assurances received in the award package. The grant is not official until this acceptance letter and assurances are received by WEM. No expenses may be incurred prior to that date.

Submit Applications Using Egrants

Applications must be submitted through the Egrants online grants management system. If you have never used Egrants before, you will need to register for access to the system. To register online, go to <http://register.wisconsin.gov/accountmanagement/> and complete the 'self-registration' process

Authorization to access Egrants can take several days, depending on registration activity. The WEM help desk is open Monday-Friday 7:30am-4pm if you need assistance. Once your Egrants access has been approved, you may begin your online grant application.

An Egrants System User Guide is posted on the WEM website:

<https://egrants.emergencymanagement.wi.gov/egmis/EgrantsExternalUserGuide9-12-2014WEM.pdf>.

Application Components

Through Egrants, you will provide WEM with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to Susan Knudson at (608) 242-3224 or at susan.knudson@wisconsin.gov.

All sections to this Egrant application must be completed. You must fill in the appropriate blanks and cannot simply substitute an attachment to address the required items. If you wish to provide additional, supporting documentation to your Egrants application, you may type "See Attached" in the text box to enable the document attachment tool.

1. Main Summary

This page asks for information about your agency and the individuals responsible for the application and grant award. There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button. Please note: When identifying individuals involved in this grant, you may not list the same person as project director and financial officer. The financial officer is the individual responsible for financial activities in your organization while the project director will be overseeing project operations.

In the Brief Project Description text box, please describe your project in 150 words or less. A suggested format is included for your convenience:

"Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved). The (what - training, project, etc.) will (describe the specific goals you hope to achieve – How will the project improve safety in Wisconsin as it relates to the transportation of hazardous materials?) [If appropriate, add which area(s) of the state will benefit.]"

Responses to this section will be used on the WEM website, cited in WEM reports and could be mentioned in press releases. Plain language that clearly describes the intent of the project is most effective. You will provide more detailed information in the sections following.

2. Approval Checklist

Answer Yes, No, or N/A (not applicable) to each question.

3. Performance Measures

Please open this section and change the page status to Complete; then SAVE the page. Performance Measures will be identified and collected during post-award reporting rather than through this funding application process.

4. Budget Detail

Complete a project budget using the following categories. For each category used, enter a justification that describes how the items in that category will be used during the course of the grant period. Include an itemized line-item budget (i.e., estimated number of hours, rate of pay, copying, postage, telephone, etc.), identifying how specific figures were reached.

Travel/Training: Only meals and mileage reimbursement for emergency response vehicles participating in exercises are allowable costs. Lodging and personal vehicle mileage reimbursement are only eligible when incurred by exercise contractors.

Working lunches for exercises and planning sessions that extend hours before and after lunchtime, or that are in remote locations where food establishments are not in close proximity are allowable meal costs. Only actual expenses will be reimbursed. All reimbursements will be at current state rates, which are subject to change. Current rates for in-state travel at the time of this announcement include:

1. Mileage: \$0.51/mile
2. Lodging (only allowable for exercise contractors): Maximum \$82/night (\$90/night for Milwaukee, Waukesha or Racine County)
3. \$8/breakfast (leaving before 6 a.m.); \$10/lunch (leaving before 10:30 a.m. and returning after 2:30 p.m.); \$20/dinner (returning after 7 p.m.); \$7/breaks

(Please note: Costs will only be reimbursed after submission of an event agenda and attendance list. Travel and training for contracted employees does not go in this section. These expenses should be itemized under "Contractual.")

Supplies and Operating Expenses: Includes consumables such as paper, stationery and postage used directly for your project.

Consultants/Contractual: Provide costs associated with individuals or entities providing services through a contractual arrangement. Attach detailed information to support the total cost of each contract. For each consultant enter the name, if known; service to be provided; hourly or daily fee (8 hour day); and estimated time on the project. List all expenses to be paid from the grant to the individual consultant in addition to their fees (e.g., travel, lodging, meals, etc.). Show the basis of computation for each service requested. All reimbursements for travel will be at current state rates.

With the exception of a few justified sole source situations, contracts should be awarded via competitive processes. If the LEPC intends to subcontract under this sub-grant, supporting documentation should be included in the proposal and may need to be approved by USDOT before an award can be made.

Consultant fees in excess of \$450 per 8 hour day require additional justification (contact the HMEP Planning Grant Program Coordinator). List all expenses to be paid from the grant to the

individual consultant in addition to their fees (e.g., travel, lodging, meals, etc.). Show the basis of computation for each service requested. Within 30 days of grant award date, a signed contract must be received by WEM. No fund reimbursements will be made prior to receipt of the contract.

5. Project Narrative

Describe your project in detail. Include appropriate statistics, if applicable. Describe how your department staff will use or otherwise put in place this project. Relate any potential benefits including cost savings, increase in preparedness for hazmat incidents, plan development, or other relevant details.

In this section, clearly identify the:

- a. Problem/needs to be addressed
- b. Project objectives (for a joint proposal, identify all LEPCs involved). For exercises, list the core capabilities that will be addressed (a complete list of core capabilities can be found at <http://emergencymanagement.wi.gov/training/exercises.asp>)
- c. Value (benefit) of the project to the LEPC planning program.
- d. Specific commercial transportation-related aspects of the project (this is a transportation industry funded grant).
- e. How this will improve the current development of the county-wide hazmat team?
- f. Specific deliverables: examples of project deliverables are a completed plan, commodity flow study, analysis, training needs assessment, revision of the county plan as it relates to commercial transportation and hazmat, over and above requirements of the Plan of Work, and EPCRA Planning Guidance.

You may wish to attach other documents to support information in your narrative, but do not say “see attachment” in lieu of completing this section. If you have a contract proposal, scope of work, or other documentation, please attach it in this section.

6. Methods and Activities

Describe how the project will be accomplished, including:

- a. A detailed description of the tools and methods used to conduct the assessment, develop the plan, or design the exercise.
- b. A description of specific project activities.
- c. Whether the project is being completed using a consultant or project position. Use of contractors for exercises is subject to restrictions outlined on pg. 4 of this document. If the applicant is using a consultant for an exercise, the applicant must provide evidence of coordination with a WEM exercise officer.
- d. A timeline identifying project steps or phases, and the amount of time to complete each phase. LEPCs may outline multi-year projects, however, WEM requires submission of separate application for each year and funding is not guaranteed for subsequent years.

7. Required Attachments

Please attach the following documents to your application in this section:

- a. Cover Letter authorizing the submission of the grant application, and signed by the LEPC chair and county emergency management director. The cover letter must include the name of the grant project and the dollar amount requested.

For multi-county applications, the LEPC must include authorization signed by the LEPC chair and county emergency management director in each of the participating counties. If the LEPC is unable to obtain this authorization at the time of application, the LEPC should explain this in the cover letter and identify when the authorizations will be submitted. WEM will not award the funds until these authorizations are received.

Application Review and Award Criteria

All applications must be submitted on or before the application deadline and will be screened, in the order that they are received, for completeness and compliance with the instructions provided in this announcement. WEM staff will make funding recommendations to the WEM Administrator.

Applications are reviewed using the following selection criteria:

1. **Potential Benefit:** The applications will be evaluated for potential benefit to the LEPC and the area covered by the project. Projects should complement or enhance existing planning activities/projects, or enhance statewide efforts to determine hazardous materials training needs. Special consideration will be given to those projects that specifically address commercial transportation planning issues; that have potentially statewide or regional benefit; or that address the cost effectiveness of the project. With the increased oversight of federal grants, it is critical that applications meet the specified criteria.
2. **Priority Need:** The applications should demonstrate a priority need for assistance under the sub-grant. Determination of this priority need will consider, to the extent possible, the type of hazardous materials being addressed by the proposed projects and the risks, potential exposure and health effects associated with these chemicals within the county, the community or area intended to benefit from the project(s), the financial needs of the county, and whether or not the county has, or is developing, a County Team.
3. **Technical Soundness:** The applications will be evaluated to determine technical soundness, appropriateness of the project(s) in addressing the problem, and objectives identified, including the appropriate staff and the capability to complete the technical work proposed.

Technical soundness, with regard to conducting training needs assessments will also take into account the methodology for distributing the first responder survey forms (Appendix 1) to responding agencies, and survey coverage.

4. **Fiscal Soundness:** The applications will be evaluated for fiscal soundness, including efficient use of the funding being requested, whether or not the funding requested is reasonably appropriate for the projects/activities to be accomplished, and prior experience in fiscal estimates, if appropriate.

Depending upon the number of applications received and the amount of funding requested, WEM may negotiate the scope of proposed activities and associated costs with applicants to ensure as equitable distribution of funds as possible. Applications are reviewed and awards approved, using the selection criteria above, on a first come first served basis, until all grant funds are allocated.

Any grant funds not allocated, or remaining after all requests for reimbursement have been received, may be reallocated to training or other state projects.

Grant applications must be received in accordance with the Egrant guidance and will be evaluated as soon as possible after receipt. Once reviewed and approved, the applicant will receive a grant award letter. If the application is not approved, WEM staff will contact the county and, if possible, offer recommendations to increase the eligibility of the application. The applicant may then resubmit the application for reconsideration.

Post-Award Special Conditions/Reporting Requirements

If you are awarded funds under this announcement, you will be required to provide regular progress reports. The schedule for your reports will be included in your grant award materials. At that time, please review all of your grant award special conditions and Egrants reporting requirements.

1. AAR and Improvement Matrix: For exercise projects, the exercise AAR is due to WEM within 60 days of completion of the exercise and must include an improvement action plan matrix.
2. LEPCs must submit draft project deliverables (assessment report, exercise AAR, completed plan, and/or other materials as determined by the scope of the project) to the HMEP Planning Grant Program Coordinator via email at susan.knudson@wisconsin.gov for review prior to submission of the final product. After the Program Coordinator approves the draft, the LEPC will submit the final product through Egrants.
3. Prior to conducting an exercise, a completed commodity flow study and training assessment must be submitted via Egrants and approved.
4. All final plans, reports, or other documents must include the following statement:

“Prepared by the (____) County Local Emergency Planning Committee (LEPC) with funding assistance by the U. S. Department of Transportation, Hazardous Materials Emergency Preparedness (HMEP) Planning Sub-Grant, administered by Wisconsin Emergency Management.”

Applicant will only receive reimbursement for actual, documented costs incurred during the grant period. All modifications to the budget or scope of the project must be requested via Egrants and approved prior to expenditure of funds. Requests for reimbursement must be received on or before the Final Project Submission Deadline.

Additional Resources

Additional information about Wisconsin Emergency Management and resources to assist with Egrants is available as follows:

- Wisconsin Emergency Management website: <http://emergencymanagement.wi.gov/>
- A helpful Egrants User Guide is posted on the Egrants page of the WEM website. <https://egrants.emergencymanagement.wi.gov/egmis/EgrantsExternalUserGuide9-12-2014WEM.pdf> . It includes registration through grant award instructions.
- Online Help is available in many areas of the Egrants program – watch for the Help Buttons.
- Egrants Helpdesk is staffed on non-holiday weekdays between 7:30AM and 4:00PM.
Email: WEMEgrants@wisconsin.gov
Telephone: (608) 242-3236

Appendix 1

FIRST RESPONDER DATA BY AGENCY - 2015 HMEP

DATE: _____
 AGENCY TYPE: _____

DESCRIPTION: _____

	Department Size	# of Current Trained Personnel	Levels of Hazardous Material Response Training			
			Awareness:	Operations:	Technician:	Other:
AGENCY NAME: _____	LEVELS OF TRAINING:					
AGENCY TYPE: _____						
CONTACT: _____	RESPONSE CAPABILITIES:					
PHONE: _____	RESOURCES ON-HAND:					
NOTES: _____	AVAILABLE RESOURCES:					
